

UNITED STATES GOVERNMENT

*Memorandum* **CONFIDENTIAL**

TO : ADTR

DATE: 7 December 1965


FROM : AC/OS/TR

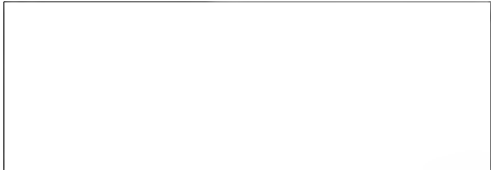
SUBJECT: Weekly Activities Report #39  
30 November - 6 December 1965

A. SIGNIFICANT ITEMS

Nothing to report.

B. OTHER ITEMS

C/OS/TR is on leave this week. All matters of importance have been reported by separate memoranda. Attached are Weekly Activities Reports from Headquarters Training,  and Training Assistance Staff.

  
Acting Chief, Operations School/TR

Attachments as stated

25 YEAR RE-REVIEW

**CONFIDENTIAL**

SECRET

6 December 1965

MEMORANDUM FOR: Chief, Operations School

SUBJECT : Weekly Activities Report No. 39  
30 November - 6 December 1965A. SIGNIFICANT ITEMS

B ( During the period covered by this report, Headquarters Training again reached its peak instructional load (Ref WAR No. 36, Para A, 15 November 1965). Once again six courses were being run concurrently, in addition to one tutorial, involving a total of 99 students (see below).

B. OPERATIONS FACULTY1. Support Services Course No. 2

25X1

25X1 Support Services No. 2 is in its seventh week in Room 1A-13 Head-  
quarters. [ ] report that the sixth week which involved  
25X1 certain lectures and practical exercises was well received. [ ] and  
[ ] appeared before the group and requested that any individuals  
having specific requests concerning their future requirements should make those  
requirements known. On Tuesday, 7 December, the class moves [ ] for two 25X1  
days of special instruction. A total of 20 guests have accepted the invitation  
to be present for the reception which will take place from 1800 to 2200 Hours,  
7 December.

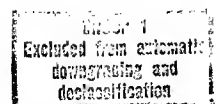
2. Scientific and Technical Operations Course No. 4

S&T No. 4 was completed by 12 students on Friday, 3 December. The  
final week was devoted to a series of field trips which [ ] Chief 25X1  
Instructor, reports were well received by the students. There were no major  
administrative or logistical problems encountered during the visits.

## 3. [ ]

B ( [ ] is in its second week. [ ] reports that 25X1  
the first week of the course was extremely successful and went according to  
plans. The students and instructors are most enthusiastic. Plans have been  
25X1 finalized for the visit to [ ] which takes place from 8-12 December.  
The work at JMWAVE is scheduled to take place from 12-18 December.

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4. [redacted] Seminar No. 2

The second [redacted] Seminar was completed by 18 students on Friday, 3 December, in Room 1D-1601 Headquarters. This room was totally inadequate; however, in spite of this disadvantage, [redacted] Chief Instructor, reports that the Seminar was a success.

#### 6. Information Reports Tutorial

On 6 December a one-week IRF started for two students. A third initially enrolled in the course was reported as being absent because of illness. Since this is a one-week course, the sponsor was told to enroll the student at some future date.

#### 7. Other Activities

#### c. Project USEFUL

I received a telephone call from [redacted], C/WPS/DDP. [redacted] said that his memorandum to the DDP concerning Project USEFUL was approved under certain conditions: (1) that he receive final approval from the Executive Director-Comptroller; (2) that the course be a de-emphasis on operational details with the primary coverage the overall Agency organization and functions. (A copy of C/WPS's memorandum to the DDP and the aforementioned conditions is supposedly on its way to the DTR.)

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C. OPERATIONS SUPPORT FACULTY

1. Finance and Logistics Course No. 58

25X1 F&L No. 58 completed its Logistics Phase on Friday, 3 December. [redacted] who recently joined the staff handled his Logistics portion of the course well and will spend the next month preparing himself to take over this entire phase of the course.

2. Other Activities

25X1 a. On Monday, 29 November [redacted] conducted the Registry Problem and Critique in the CT Support Services Course. Several students were anxious to retain the Station Procedures folders for study. This request was given to [redacted] to administer. At this time only one student has made a request through [redacted]

25X1 b. On 30 November [redacted] discussed with [redacted] the possibility of a TDY [redacted] the middle of January to organize the files, flow of paper, and to set up the office as [redacted]. The course commitments and shortage of staff made it necessary to suggest June as the earliest date [redacted] could be made available.

25X1 c. [redacted] is auditing the [redacted] Course being given 30 November through 6 December.

25X1 d. On 6 December [redacted] lectured to the CT Support Services Course on Pay and Allowances.

D. ADMINISTRATION

25X1 [redacted] is on annual leave until 13 December.

[redacted]  
Chief, Headquarters Training

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